MEETING MUNITES

SAMPLES

First Iteration:

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| **Meeting Minutes sample 1** | | | | | |
| **Subject** | | **Team Software Project Meeting** | | **Date** | **8th February 2021** |
| **Chaired** | | - | | **Time** | 12:00 AM – 1:00 PM |
| **Location** | | Portobello Center – room C29 | | **Prepared by** | Arwa Alfitni |
| **Attendees** | | Arwa Alfitni, Yifei Guo, Zeyu Li, Yixiang Wang, Yue Zhou | | | |
| Key Points Discussed | | | | | |
| No. | Topic | | **Highlights** | | |
| 1. | Introducing members | | * Each member introduced him/herself in terms of technical skills and experiences. * Wanying Wang is still in China and will not join us. | | |
| 2. | Choosing a project | | * Discus all the projects provided by the clients:   + The project Idea   + The required technical skills * A primitive list of preferences was made. * The final decision is left to the next day. Each member will read all the descriptions and vote for the preferred three projects in the WeChat group. The final list will be drawn from the voting result. | | |
| 3. | Contacting methods | | * We will use WeChat app as a primary app to contact each other and to arrange any proceeding meeting. * GitHub will be used to manage the teamwork. | | |
| Plans for the next meeting | | | | | |
| No. | **Description** | | | | |
| 1. | Prepare questions for the client | | | | |
| 2. | Chose a name for the team | | | | |
| Approvals | | | | | |
| 1. | Arwa Alfitni | | | | |
| 2. | Yifei Guo | | | | |
| 3. | Zeyu Li | | | | |
| 4. | Yixiang Wang | | | | |
| 5. | Yue Zhou | | | | |

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| **Meeting Minutes Sample 2** | | | | | |
| **Subject** | | **Team Software Project Meeting** | | **Date** | **8th March 2021** |
| **Chaired** | | Yue Zhou | | **Time** | 11:00 AM – 1:00 PM |
| **Location** | | Portobello Center – room C29 | | **Prepared by** | Arwa Alfitni |
| **Attendees** | | Arwa Alfitni, Yifei Guo, Zeyu Li, Yixiang Wang, Yue Zhou | | | |
| Key Points Discussed | | | | | |
| No. | Topic | | **Highlights** | | |
| 1. | Client meeting | | * Present the system prototype to the client. * Discus any thoughts on the design. * The client prefers a simple way to present all countries. * There isn’t any need to select two countries and compare them. | | |
| 2. | Database | | * Discus the database design and the required data. * A primitive sketch design was made. | | |
| Plans for the next meeting | | | | | |
| No. | **Description** | | | | |
| 1. | Agreed to the final database design | | | | |
| 2. | Distribute tasks between the members | | | | |
| Approvals | | | | | |
| 1. | Arwa Alfitni | | | | |
| 2. | Yifei Guo | | | | |
| 3. | Zeyu Li | | | | |
| 4. | Yixiang Wang | | | | |
| 5. | Yue Zhou | | | | |

Second iteration

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| **Meeting Minutes Sample 3** | | | | | |
| **Subject** | | **Team Software Project Meeting** | | **Date** | **25th March 2021** |
| **Chaired** | | Yue Zhou | | **Time** | 4:00 PM – 8:00 PM |
| **Location** | | Information Common – room 4.23 | | **Prepared by** | Arwa Alfitni |
| **Attendees** | | Arwa Alfitni, Yifei Guo, Zeyu Li, Yixiang Wang, Yue Zhou | | | |
| Key Points Discussed | | | | | |
| No. | Topic | | **Highlights** | | |
| 1. | Development tools | | * Using “Postman” to check the connection between the frontend, backend, and the database. (Yixiang) | | |
| **2**. | Front end | | * Designing and building the country list page. (Yifei and Zeyu) | | |
| **3**. | Backend | | * Ranking the country list by (gdp, panel price, carbon emmisions) (Yue) | | |
| **4.** | Database (Arwa) | | * Add two columns to country table: country\_image and country\_discription * Insert sample data. | | |
| Plans for the next meeting | | | | | |
| 1. | Insert, delete, and update country data – sql statements. (Arwa) | | | | |
| 2. | The frontend team will continue their work on the country list page. | | | | |
| 3. | The backend team will continue their work on the country list page. | | | | |
| Approvals | | | | | |
| 1. | Arwa Alfitni | | | | |
| 2. | Yifei Guo | | | | |
| 3. | Zeyu Li | | | | |
| 4. | Yixiang Wang | | | | |
| 5. | Yue Zhou | | | | |

Third iteration

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| **Meeting Minutes Sample 5** | | | | | |
| **Subject** | | **Team Software Project Meeting** | | **Date** | **26th April 2022** |
| **Chaired** | | - | | **Time** | 11:00 AM – 1:00 PM |
| **Location** | | 38 Mapping building – workroom 4 | | **Prepared by** | Arwa Alfitni |
| **Attendees** | | Arwa Alfitni, Yifei Guo, Zeyu Li, Yue Zhou | | | |
| Key Points Discussed | | | | | |
| No. | Topic | | **Highlights** | | |
| 1. | Client meeting. | | * + The team presents the updated work of the project:   + Presents the country’s detailed page design.   + Demonstrates how the donation process will work.   Notes from the client:   * + The number of donated people to a particular country.   + The number of donated panels to a particular country.   + the reducing rates in the carbon emissions.   + The cost of each panel.   + It is about donating a panel not an amount of money. | | |
| 2. | Group discussion | | The team discusses the following points:   * Calculating the number of donated people:   + How to do that using the current structure of the database.   + Using MySQL, the calculation is an easy process, but it is difficult in MongoDB.   + From the transaction table, we can calculate the number of transactions in each country and then extract the number of people from that by comparing the result with the user table. * Calculating the number of donated panels:   + Take the summation of the total transactions to a country and divided it by the cost of the panel. * Find out an equation to calculate the carbon emission reduction depending on the donation: (Watts produced by a panel \* number of panels) | | |
| 3. | Project documentation | | * Review the Meeting minutes. * Review user stories. | | |
| Plans for the next meeting | | | | | |
| No. | **Description** | | | | |
| 1. | Arwa will work on counting the number of donating people and panels. | | | | |
| 2. | The backend team will continue working on the donation procedure. | | | | |
| 3. | The frontend team will continue working on the design of the donation page. | | | | |
| Approvals | | | | | |
| 1. | Arwa Alfitni | | | | |
| 2. | Yifei Guo | | | | |
| 3. | Zeyu Li | | | | |
| 4. | Yue Zhou | | | | |
| **Meeting Minutes sample 6** | | | | | |
| **Subject** | | **Team Software Project Meeting** | | **Date** | **3rd May 2022** |
| **Chaired** | | - | | **Time** | 11:00 AM – 1:00 PM |
| **Location** | | Portobello center –room C29 | | **Prepared by** | Arwa Alfitni |
| **Attendees** | | Arwa Alfitni, Yifei Guo, Zeyu Li, Yue Zhou | | | |
| Key Points Discussed | | | | | |
| No. | Topic | | **Highlights** | | |
| 1. | Database structure | | * Update the Transaction table to include:   + Transaction start time.   + Transaction end time.   + Transaction status (pending, success, failed). | | |
| 2. | Group discussion About the report | | * The test plan must be written. * The setup guide will include:   + Any specific configuration to run the project locally on the teacher’s computer.   + Steps to manage the website. * At the demonstration for next week:   + Provide a demo as user story from login to the send donation successfully. | | |
| 3. | Project documentation | | * Review the Meeting minutes. * Review user stories. * Strat writing the documentation. | | |
| Plans for the next meeting | | | | | |
| No. | **Description** | | | | |
| 1. | Arwa will work on the testing plan. | | | | |
| 2. | The backend team will continue working on the donation procedure. | | | | |
| 3. | The frontend team will continue working on the design of the donation page. | | | | |
| Approvals | | | | | |
| 1. | Arwa Alfitni | | | | |
| 2. | Yifei Guo | | | | |
| 3. | Zeyu Li | | | | |
| 4. | Yue Zhou | | | | |